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ABSTRACT

It is often difficult in building a continuing education program to proceed in a planned, rational fashion when financial exigencies, political pressures, and a competitive market all require immediate attention. Because of the difficulty in setting priorities, it is essential that administrative guidelines be established at the earliest opportunity. Four distinct steps are necessary in guiding the development of a continuing education office: the preparation of a statement of overall objectives; development of written strategies for meeting those objectives; preparation of a procedures manual as an aid in the management of growth, and of a document to help orient part time faculty to the institution; and, finally, evaluation of success in meeting office objectives. At Essex Community College the Office of Continuing Education has developed two documents to help secure commitment to the mission of the college and to communicate its procedures and goals to its own faculty and staff and to the other divisions of the college. Copies of the Administrative Procedures Manual and the Handbook for Part Time Professional Staff are attached.
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DEVELOPING A CONTINUING EDUCATION OFFICE:
Two Important Documents

In the old scheme of American higher education, those students who enrolled in evening college classes were indeed at the bottom of the social hierarchy, condescended to especially by the upper middle class elite, day time students who were ministered to by a class of priestly professors, themselves sometimes epitomizing a sort of cultural doctrine of election in higher education. This doctrine was attacked variously by iconoclasts like Thorstein Veblen and H. L. Mencken in the earlier years of this century and has given way in recent decades to a prevailing egalitarianism, which clearly has changed education for the better, though no doubt at times our enhanced democracy has brought with it a certain ambivalence. On good days we celebrate the triumph of equal opportunity, while at other times we have to acknowledge the critics who aver that we have come to be governed by a new mythos, distinctly secularized to the marketplace, the chief symbols of which are the billboards and media advertisements by which the public is coming to know us. College administrators have, the conservatives claim, made "marketability" a shibboleth as they expend more energy in selling education than in providing it. There is probably some truth in both perspectives, and usually, it is the office of continuing education which can be found on both horns of the dilemma posed by the conflict, because continuing education is at the cutting edge of each institution's struggle for survival in a competitive market.

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Continuing education is one of the most exciting segments of modern higher education because it stands at this crucial and vulnerable place, where both criticism and pressure threaten the enterprise. Thus, a concomitant of the office's intensity may be a confusion of motives, an uncertainty as to which stimulus must be responded to first, as the office is often caught between its function as popularizer and its obligation to uphold academic traditions. Often it is difficult, in building a program, to proceed in a planned, rational fashion when financial exigencies, political pressures, and a competitive market all require immediate attention. Because of this difficulty in setting priorities, it is essential that a continuing education office develop guidelines by which it will function. And this is even more true in a newly opened office than it would be in a long established one, although the first priority in a new office must always be to develop a program, for without a schedule of courses to be offered, well thought out procedural guidelines would be meaningless.

At the earliest opportunity in the evolution of a developing office, an effort should be made to establish administrative guidelines. In order to grow in accordance with the institution's objectives, continuing education must fully integrate itself in the functions of the academic divisions of a college, and serve to enhance and promote the objectives of those divisions.

At least four distinct steps seem to be necessary in guiding the development of an office. A statement of overall objectives should be made as early as possible. The first year's end-of-the-year report may

be a convenient place to enumerate the goals of the office. Strategies for meeting those objectives should then be stated. Office reports to the divisions may be a convenient vehicle for this statement, or the development of a procedures manual for the office is even better. A procedures manual is very helpful in the management of growth, which is the third step in the development of a program. At this time it is also helpful to provide a document which will help orient members of the part time faculty to the institution. The fourth step should involve the evaluation of office objectives and the success it has had in achieving them. On the basis of this evaluation, refinements can be made in the office's plan for meeting the goals of the institution and the needs and desires of the community.

At Essex Community College in Baltimore County, Maryland, we had the opportunity five years ago to develop a program almost from the beginning. Essex Community College at that time was a comprehensive community college with an enrollment of approximately 2500 full time students and 2500 part time students. It had recently moved to a new campus, and had, until that time, concentrated its energies upon developing its campus programs. It was distinguished by outstanding career programs in several fields, notably allied health, and by humanities and arts programs in theatre and music.

It had been the desire of the new president when he took office to develop a more extensive basis for community service, so in 1972 Dr. Vernon Wanty created an office of continuing education at the same time

that he appointed a new director of community services to work under the newly created position of Associate Dean for Continuing Education and Community Services. The mission of the Associate Dean would be to develop a Weekend College, to gain some control over part time faculty, and to develop an extension program. The Continuing Education office opened with one professional and two secretaries in the Fall of 1972.

By the end of five years, the College had developed extensive continuing education programs and a number of innovative community services programs. The Continuing Education Office had grown to a staff of three full time professionals, four secretaries, and eight part time administrators, as well as a part time faculty of over three hundred. In Community Services there are three full time professionals, two secretaries, a clerk, and several coordinators of major programs.

The offices have continued to develop separately, although the level of cooperation they have maintained has been made possible by the clear statement of objectives each office has reaffirmed.

The Office of Continuing Education has developed a Weekend College, a Neighborhood College Center Program, (extension centers), a Non Credit Program of both Informal and C.E.U. Courses and an exemplary college program in a state prison, while it has expanded the Mini College to about two hundred courses a year, set up procedures for the evaluation of part time faculty, developed a Winter Session, and served as an integral part in the institution"s administration by planning commencements and Honors Days programs as well as assisting with Summer School.

A number of documents have played important roles in the management of our growth. Advertising brochures, as part of an overall advertising campaign, mailed on a regular basis, are one key element in a successful continuing education effort. The annual report can become a helpful tool in ensuring the office's effectiveness. Certain documents are developed as new programs materialize, assisting in familiarizing the faculty with the purposes and procedures of the program. Our Continuing Education Unit Handbook is this kind of publication. Others have been developed for the Mini College and for on site courses for business. But two of the most important documents we have developed are an Administrative Procedures Manual and a Part Time Faculty Handbook.

Both of these key publications are updated regularly. While we by no means feel that we have developed perfect working documents, these two brochures reflect the nature of our endeavor, and help secure our commitment to our College's Mission of service to the community. Their primary purpose is to help to communicate our procedures and goals to others with whom we work. Copies of our Administrative Procedures Manual and our Handbook for Part Time Faculty are attached.

Rollin J. Watson, Ph.D.
Associate Dean
Essex Community College
Baltimore, Maryland 21237

ADMINISTRATIVE
PROCEDURES
MANUAL

OFFICE OF CONTINUING EDUCATION

ESSEX COMMUNITY COLLEGE
BALTIMORE COUNTY, MARYLAND 21237

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OFFICE OF CONTINUING EDUCATION

682-6000

Staff Members

	Extension
Dr. Rollin J. Watson, Associate Dean, Continuing Education	534
Dr. Kathryn W. Orso, Assistant in Continuing Education, Credit Programs	496
Dr. Norma Long, Assistant in Continuing Education, Non-Credit Programs	487
Ms. Karen Hilliard, Secretary to Associate Dean	407
Ms. Sylvia White, Secretary to Assistant, Credit Programs	496
Ms. Helen Boothe, Evening Faculty Secretary	407
Ms. Rachel Schillfarth, Secretary to Assistant, Non-Credit Programs	487
Ms. Shirley Belhumeur, CETA Aide	407

Neighborhood College Center Coordinators

Dulaney High School - Mr. Robert Fanto	666-3153
Kenwood High School - Mr. George Koneyak	686-8261
Loch Raven High School - Mr. Don McGhay	296-8737
Overlea High School - Mr. Stan Rote	668-1111
Parkville High School - Ms. Jean Shelley	668-7600
Perry Hall High School - Mr. Lee Gurney	256-6935
Towson High School - Mr. Dan Drigan	825-9640

I. The Office of Continuing Education: Function and Goals

In the Fall of 1972, when the Office of Continuing Education was established by President Vernon Wanty, Essex Community College had a full-time enrollment of about 2,500 students, with approximately the same number of part-time students. Today, Essex Community College enrolls 2,816 full-time credit students each semester and over 6,752 part-time credit students. In addition, there are about 3,000 non-credit students in Continuing Education courses each semester. In 1972, the continuing education effort of the College consisted of the eleven mini courses offered that Spring and a few assorted non-credit courses offered by the Office of Community Services. Today, with courses being offered at 46 different Neighborhood College Center locations, the College's off campus effort is diverse; on campus, the Office of Continuing Education administers the Evening College and the Weekend College, both of which have experienced a steady growth, as well as the Mini College -- which now offers about 200 courses a year -- Informal Non-Credit Courses, Continuing Education Unit Courses, and special programs such as Winter Session, Travel Studies and the College program at the Maryland House of Correction. Other administrative duties assigned the Office include Commencement exercises, Honors Day programs, faculty handbooks, etc. Continuing Education professional staff members serve on a number of other College wide committees.

The Office of Continuing Education is responsible to the Dean of the College for all academic "adult education" courses -- that is, those courses which are offered specifically at times and places convenient for adult students of Baltimore County who cannot attend the regular day time course offerings of the College. While the Office of Continuing Education has had primary responsibility for the development and delivery of course programs and services to the community, it also has a responsibility for assuring that the College's offerings are of a high quality.

As the academic arm of the College's community service effort, the duties of the Office of Continuing Education are differentiated from those of the Office of Community Services by the word "course." Credit and non-credit activities which are construed as courses usually involve one instructor, a course design, three or more meetings, a relatively small

number of people, and an instructional sequence including evaluation which is traditionally associated with college level instruction. The Office of Community Services administers non-credit programs which are of a brief duration and which involve a relatively large number of people, or are on-going service programs, such as the Children's Developmental Clinic, the Creative Arts Center, or workshops and seminars for community groups.

The goals of the Office of Continuing Education are:

1. To enhance and augment the academic programs of the College by responding to the intellectual, cultural, and avocational needs and interests of the community.
2. To provide all adult community members opportunities in continuing higher education both for professional enrichment and professional growth.
3. To bring about a broadened and deepened involvement of Essex Community College with its community.

II. Administrative Procedures

A. Credit Programs

1. EVENING COLLEGE

a. Hours of Operation

The Office of Continuing Education is open from 8:30 a.m. until 9:30 p.m. Monday through Thursday, and from 8:30 a.m. until 7:00 p.m. on Friday.

b. Class Periods

Evening class periods are: 6:30-7:45 p.m.; 8:00-9:20 p.m., and 9:30-10:50 p.m. Monday through Thursday. Friday evening classes are part of the Weekend College.

c. Administrative Staff

At least one administrator and one member of the classified staff of the office will be available during evening office hours.

d. Registration Changes

The Office of Continuing Education takes the place of the academic divisions during the evening in matters of overload, drop and add,

and late registration. These forms must be signed by the Associate Dean (or a designated administrator) before the student is allowed to register.

e. Room Changes

Evening instructors should request all room changes through the Office of Continuing Education.

f. Counseling

The Division of Human Development functions during the evening hours. Normally student complaints about instructors -- and other facets of the College operation -- are referred to the Office of Continuing Education.

g. Evening Schedules

In March of each year, division chairmen submit Fall schedules to the Dean's Office. Spring schedules are submitted in October. Evening schedules are checked and approved by the Associate Dean before submission to the Registrar.

h. Cancellation of Classes

In the week prior to the first day of classes, determination as to whether classes will run is made by the Associate Dean, generally on the basis of a minimum enrollment of 15 per class.

i. Evening Faculty

The Part-Time Faculty Handbook contains information regarding absences, payroll, etc. Each part-time instructor has a mailbox in the Division for which he teaches. See section II, D. for Procedures for Hiring and Payment of Part-Time Faculty.

j. Emergency Information

The front page of the Handbook for Part-Time Faculty lists emergency information, including the availability of first aid kits. Often the quickest method of reaching a doctor or ambulance is to call the college telephone operator.

k. Evening Faculty Secretary

The Evening Faculty Secretary fulfills the typing and xeroxing requests of members of the faculty who teach in the evening. The secretary is on duty in the Continuing Education office (IA 215) from 4:30 p.m. until 9:30 p.m. Monday through Thursday.

l. ITC Services

The ITC Division will deliver films or equipment to any classroom if a request form is sent at least 24 hours before the materials are needed. A complete catalogue of ITC holdings is available both in division offices and the Office of Continuing Education.

m. Library

Library evening hours are: Monday through Thursday 8:00 a.m.-10:00 p.m.; 8:00 a.m.-4:00 p.m. on Friday, and 9:00 a.m.-3:00 p.m. on Saturday. Typing and individual conference rooms are available upon request to members of the part time faculty.

n. College Community Center

The evening hours of the College Community Center are: Main dining room closes at 7:00 p.m. Monday-Thursday, and 2:00 p.m. on Friday. The Knight Spot Snack Bar is open until 10:00 p.m. Monday-Thursday, 6:00 p.m. on Friday, and 1:00 p.m. on Saturday.

2. WEEKEND COLLEGE

a. Hours of Operation

The Office of Continuing Education is open until 7:00 p.m. on Friday and from 8:30 a.m. until 1:00 p.m. on Saturday.

b. Class Periods

Weekend College class periods are: Friday 6:00-8:40 p.m. and Saturday 9:00-11:40 a.m., 12:00-2:40 p.m.

c. Administrative Staff

An administrator is available in the Office of Continuing Education from 8:30 until one p.m. on Saturday.

d. Registration Changes

The Registrar's Office is open for drop and add on the first weekend of class. After that time, classes may be dropped or added in the Office of Continuing Education.

e. Counseling

Normally the Human Development Division is not open on Saturdays. Student counseling problems should be referred to the Office of Continuing Education.

f. Faculty Secretary

Typing and duplicating service is available in the office from 8:30 a.m.-one p.m. on Saturday.

g. Cancelled Classes

Lists of cancelled classes are posted, students are notified and a drop-add period is held on the first two weekends of class.

h. Weekend College Schedules

Weekend College schedules, submitted by division chairmen in March and October, must be approved by the Associate Dean.

i. Bookstore

The Bookstore is normally open the first two weekends of the semester.

j. ITC Services

Although the ITC office is not normally open on Saturday, instructional equipment will be delivered to the Office of Continuing Education on Friday to be made available for use on Saturday.

k. Library

Library weekend hours are: 8:00-4:00 p.m. on Friday, and 9:00-3:00 p.m. on Saturday.

l. College Community Center

The Knight Spot Snack Bar is open on Friday until 6:00 p.m. and from 8:00-1:00 p.m. on Saturday.

3. NEIGHBORHOOD COLLEGE CENTERS

a. High Schools

The College uses the facilities of eight area high schools in the evening. The schools are open from 6:45-9:45 on designated evenings. The schools are: Dulaney, Hereford, Kenwood, Loch Raven, Overlea, Parkville, Perry Hall, and Towson.

b. Coordinators

Generally, chairmen of the guidance departments at the high schools serve as coordinators at those centers.

c. Churches

Several area churches are used as Neighborhood College Centers,

offering both day and evening classes.

d. Guide to Neighborhood College Centers

The Office of Continuing Education publishes this information sheet for students who attend the Neighborhood College Centers.

e. Neighborhood College Center Schedules

Neighborhood College Center schedules, recommended by academic divisions, are submitted to the Office of Continuing Education in March and October.

f. ITC

Audio-visual equipment is available through the Instructional Technology Office at the College. The center coordinator has forms on which the equipment can be requisitioned. It is the instructor's responsibility to allow ample time, as indicated on the booking request, for the requisition to be processed and the equipment to be delivered to the Neighborhood College Center.

g. Library

Students at the Neighborhood College Centers have full library privileges at the College. Library ID cards will be issued shortly after the beginning of the semester.

4. MINI COLLEGE

a. Definition

A mini course is an approved one credit course, offered through the Continuing Education Office by various divisions of Essex Community College.

b. Point of Origin

Mini courses may originate from an expressed need in the community, from a projection by the Office of Continuing Education, or from an offering of a department within the College. Regardless of the origin of a course, it will be processed through the Office of Continuing Education, if approved by the Associate Dean.

c. Proposal Procedure

Before a mini course can be offered through Essex Community College, it must be officially approved. A faculty member, or an interested instructor, will prepare a course proposal for approval. The

proposal will consist of a clear, concise statement of the course objective(s) and a course outline, indicating major teaching points and sequence of presentation. There will be a statement of the method(s) to be used in course evaluation, as well as a selected text and/or bibliography to be used. Four copies of the complete course proposal will be submitted with the approval cover sheet.

d. Approval Sequence

All mini course proposals must be approved in the following sequence: (1) the Division Chairman, (2) the Assistant in Continuing Education, (3) the Associate Dean, Continuing Education, and (4) the Dean of the College. The course initiator presents the proposal to the Division Chairman. Each of the above listed persons forwards the approval form to the following named person. When the completed approval form has been signed by the Dean of the College and returned to the Office of Continuing Education, this Office will send the yellow copy to the Division in which the course is assigned, and the pink copy to the Registrar's office, with a work-request to initiate the course. The original copy of the Approval form will remain in the Office of Continuing Education.

e. Dates and Times of Mini Courses

A mini course, by virtue of its being a one credit course, will meet for fifteen hours of classroom work. These hours may be arranged in a number of different schedules, such as, three hours a week for five weeks or two and a half hours a week for six weeks.

f. Filing of a Mini Course Proposal

A mini course proposal must be submitted to the Division Chairman at least eight weeks before the starting date of the course.

g. Numbering of a Mini Course

When the Registrar's office receives the yellow copy of the signed mini course approval form, with the request to initiate the course, a course number will be assigned the course and classroom space will be assigned, if necessary.

h. Confirmation of Mini Course with Instructor

When the mini course dates and times have been determined, the Office of Continuing Education will forward a confirmation

memorandum to the assigned instructor. This memorandum will contain a statement of salary expectations, along with a statement to be signed indicating salary acceptance.

i. Tuition for Mini Courses

Students pay tuition at rates established by the Board of Trustees for one credit courses. Persons over 60 years of age who are residents of the state of Maryland pay $1.00 for a mini course registration.

j. Refunds of Tuition for Mini Courses

A student is entitled to a complete refund if a mini course is dropped before the first class meeting and a 75% refund if the class has met up to three hours of classroom time. This policy parallels that of the college for three credit courses.

k. Withdrawals from Mini Courses

If a student withdraws up to the end of an equivalent two-thirds of the course (10 hours), a "W" grade will be earned automatically. During the last third of the course, a student will be able only to earn an "A", "B", "C", "D", or "F".

l. Class List for Mini Courses

The instructor will receive an official class list for the mini course by the second meeting of the class, in most instances.

m. Evaluation of Mini Courses

Each instructor will evaluate personally the mini course when it is completed. The instructor will be given evaluation forms to be distributed to the students and to be returned to the Office of Continuing Education.

n. Registration for Mini Courses

Registration for mini courses is conducted through the Registrar's Office for both on campus and off campus mini courses. Registration may be conducted up to, and including the first scheduled class session.

o. Class Size for Mini Courses

The minimum class size for a mini course is fifteen students. The maximum size is usually 25 students, but may vary according to the nature of the course, the size of the classroom, and the request of

in instructor.

p. Cancellation of a Mini Course

A mini course will be cancelled if there is insufficient enrollment. A course cancellation must be processed through the Office of Continuing Education to the Registrar's Office.

q. Instructors for Mini Courses

Generally, all approved instructors must meet the college faculty standards. In certain circumstances (unique skill courses) an instructor may be employed with other credentials if approved by the Division Chairman. No part time instructor may be hired until a completed application is filed.

r. Instructor Salary and Pay Schedule for Mini Courses

Instructors are paid according to their rank standing at the College or at the level assigned by the Office of Continuing Education. Salary levels are:

Instructor	$235 per credit
Assistant Professor	$270 per credit
Associate Professor	$300 per credit
Professor	$350 per credit

Authorization for payment of salary for a mini course will be made upon the instructor's having completed all paperwork integral to the course, inclusive of reporting the grades for the students at the completion of the course.

s. Publicity for Mini Courses

Generally all publicity for mini courses is handled by the Office of Community Relations, upon request from the Office of Continuing Education. Eight weeks lead-time is required for newspaper publicity. Special requests for publicity can be made by the instructors to the Office of Continuing Education. Mini courses are listed in the Spring and Fall brochures of the Office of Continuing Education if they are listed with that office by November 1 (for the Spring brochure) and by May 1 (for the Fall brochure).

5. WINTER SESSION

a. Courses held during the month of January are considered to be a separate session, not a part of the Spring semester.

b. Credit and non credit courses are offered during Winter Session. A schedule of classes is distributed to the community in November.

c. Students may take up to six credits in Winter Session.

d. An on-going registration is held, with specific registration dates for on-campus students. Late registration is held on the first two days of class.

B. Non Credit Programs

Three types of non credit courses are offered by the Office of Continuing Education: "Informal" courses and "Continuing Education Unit" courses, and "Health Related" courses. All are administered by the Assistant in Continuing Education, Non Credit.

1. INFORMAL COURSES

a. Definition

Informal courses are non credit learning experiences for the pure joy of gaining knowledge and solving day to day problems. They involve no tests or requirements.

b. Initiation

Informal courses may be initiated by the Assistant in Continuing Education or by faculty members or community members, in conjunction with the Assistant in Continuing Education. Informal implementation is based upon community need and interest, as determined by the Office of Continuing Education. Informals are generally scheduled in advance of each semester and begin somewhat later than regular credit courses.

c. Procedures for Implementation

Once a course is deemed appropriate as a Continuing Education offering, the form detailing course content and course objectives should be completed by initiator and submitted to the Assistant in Continuing Education.

Following course approval by the Office of Continuing Education, the instructor or potential instructor submits a course outline to the same office. The course content may be developed by the initiator and/or the potential instructor, in conjunction with the Assistant in Continuing Education.

Following acceptance of course content, the Assistant in Continuing Education attends to the following administrative

details:

1. determine course hours, number and length of sessions
2. determine appropriate site of instruction
3. affix tuition based upon length of course and cost effectiveness
4. recommend instructional salary to the Associate Dean of Continuing Education
5. arrange for audiovisual materials, as requested by instructor
6. order textbooks, if appropriate for course
7. report course title, content, and objectives to the State Board for Community Colleges
8. conduct registration
9. distribute and review student evaluations of course
10. authorize payment of instructor upon completion of course
11. maintain all course records for a five year period

d. Minimum Class Sizes

Generally it is expected that a minimum of 15 persons will be enrolled in an informal class. However, the Assistant may adjust class size depending upon material to be covered and the students to be served.

e. Location

Informal classes are offered on campus and at Neighborhood College Centers.

f. State Funding

All non credit courses are reported to the State Board for Community Colleges, even though some informals do not qualify for State funding. See section 2.f. below.

g. Termination of Part Time Instructors

If it is in the best interest of the College, as deemed by the Associate Dean of Continuing Education, a part time instructor may be relieved of his or her teaching duties at any time in the semester. Normally, the instructor will be given every possible consideration regarding advance notification of termination; there may be cases, however, wherein immediate removal of the instructor is both warranted and necessary. Examples of such cases include

incompetence, negligence, or flagrant disregard for the regulations of the College. Decisions regarding immediate termination without advance warning will be made by the Associate Dean of Continuing Education.

2. CONTINUING EDUCATION UNIT COURSES

a. Definition

One Continuing Education Unit equals ten contact hours in an organized continuing education experience, under responsible sponsorship, capable direction and qualified instruction. Each of the elements included in this definition is an essential part of the concept of developing worthwhile educational experiences which are permanently documented on the records of individual participants. CEU certificates are awarded upon successful completion of course.

b. Initiation

CEU courses are generally initiated by the Assistant in Continuing Education at the request of professional associations or faculty members.

c. Procedures for Implementation

Once a course is deemed appropriate as a Continuing Education offering, the form detailing course content and course objectives should be completed by initiator and submitted to the Assistant in Continuing Education.

Following course approval by the Office of Continuing Education, the instructor or potential instructor submits a course outline to the same office. The course content may be developed by the initiator and/or the potential instructor, in conjunction with the Assistant in Continuing Education.

Following acceptance of course content, the Assistant in Continuing Education attends to the following administrative details:

1. determine course hours, number and length of sessions
2. determine appropriate site of instruction
3. affix tuition based upon length of course and cost effectiveness

4. recommend instructional salary to the Associate Dean of Continuing Education
5. arrange for audiovisual materials, as requested by instructor
6. order textbooks, if appropriate for course
7. report course title, content, and objectives to the State Board for Community Colleges
8. conduct registration
9. distribute and review student evaluations of course
10. authorize payment of instructor upon completion of course
11. issue certificates to students who successfully complete course requirements
12. maintain all course records for a five year period

d. Class Size

Minimum class sizes depend upon the clientele to be served and the subject matter of the course, as determined by the Assistant in Continuing Education.

e. Location

CEU courses may be offered on campus or on-site at a business, hospital, church, or other organizations within the community.

f. State Funding

1. Reporting Requirements

All non credit courses offered by the Office of Continuing Education must be reported to the Maryland State Board for Community Colleges. Approval for funding of continuing education courses will be based upon a review of course title, course description, and course objectives.

2. Criteria for Funding

Courses are normally deemed eligible for State funding when in the support materials there are clearly defined objectives which focus on the areas of vocational-technical education, industrial training, consumer education, community development, health and safety education, and developmental education. No course will be funded if its primary purpose is recreational.

g. Handbook

The Office of Continuing Education maintains and distributes a CEU Handbook for the information of faculty members. Copies of the Handbook are available from the Division Chairmen throughout the College, or from the Secretary to the Assistant, Non Credit.

h. Termination of Part Time Instructors

If it is in the best interest of the College, as deemed by the Associate Dean of Continuing Education, a part time instructor may be relieved of his or her teaching duties at any time in the semester. Normally, the instructor will be given every possible consideration regarding advance notification of termination; there may be cases, however, wherein immediate removal of the instructor is both warranted and necessary. Examples of such cases include incompetence, negligence, or flagrant disregard for the regulations of the College. Decisions regarding immediate termination without advance warning will be made by the Associate Dean of Continuing Education.

3. HEALTH RELATED COURSES

a. Sponsorship

The Health and Education Council, a community-based consortium consisting of Essex Community College, Franklin Square Hospital and the Baltimore County Health Department, was established in 1973 to assist its three member institutions in coordinating and integrating their health service and health education activities. In January of 1976, the Council received a major grant from the W. K. Kellog Foundation for the establishment of a health career continuing education center. All health professionals involved in the delivery of health care are served by the Council. In recognition of the importance of primary care, a major emphasis of the Council is to provide educational programs for the primary care provider. Where appropriate, course content is provided for more than a single discipline, thereby enhancing the team approach to health care delivery. In addition, the Council provides health education to the community in order to promote more appropriate use of health services and to increase consumers' awareness of their responsibility in the maintenance of their own health.

b. Procedures for Course Implementation

1. Upon completion of initial program planning activities, the Council will complete "Proposal for Non-credit Program in Allied Health" form.
2. All sections of the form will be filled out by the Program Coordinator of HEC, including the following:
   A. A Council program number will be included with the Program Title. The blank for Program Number is the College's designation to be assigned by the Continuing Education/Community Services departments.
   B. Where the time of a course is reported, an asterisk will be used to indicate whether the time period includes break time. For example: 7:00-9:30 p.m.* *15-minute break (Therefore, C.E.U.'s will be based on 2 1/4 contact hours instead of 2 1/2 hours).
   C. A course description and set of educational objectives for all proposed courses will be provided under Section VIII of the form. A complete list of objectives, outline or detailed description will be forwarded when received from the instructor.
3. All completed forms will be approved by the Senior Program Planner of HEC and the Assistant Director for Educational Activities of HEC to distribution.
4. One xerox form of each proposal form will be retained for Council records.
5. Three of the four copies of the completed form will be forwarded to the Assistant in Continuing Education.
6. The Council will forward the fourth (gold) copy to the Office of the Assistant Dean.
7. When the proposals have been accepted and approved by the Associate Dean of Continuing Education, the three copies should be distributed as follows: (the Director of the Center for Community Services will sign all workshops, seminars, etc., and the Associate Dean of Continuing Education will sign all courses per se.) a) white copy returned to HEC, b) yellow copy retained by the Assistant in Continuing Education, and c) pink copy forwarded to the Office of The Assistant Dean to indicate that approval has been granted (this replaces the copy previously sent to Assistant Dean by the Council).
8. The Assistant in Continuing Education will: a) assign course number, b) start course file, and c) carefully check accuracy of

CEU (If any), assigned, i.e., break time must not be counted and clock hours must be converted to contact hours (clock hours x 1.2=). NOTE: CEU's are only indicated to the tenth with no rounding off.

D. Initiate Maryland State Board CC-10 form based upon information on proposal.

E. A file is completed when:

1. Keypunched student cards have been forwarded from HEC to Records Office with names, complete mailing addresses and social security numbers.
2. Essex Community College has paid instructor's honorarium and has been reimbursed by HEC. See "Procedures for Payment of Honoraria," (separate guidelines).
3. Computer print-out of students enrolled in course is forwarded to the Office of Continuing Education.

c. Procedures for Payment of Instructors of Health Related Courses

1. When Essex Community College is notified of an impending HEC program (by means of Proposal for Non-credit Program in Allied Health form), Essex will be circled under Honorarium Cost for all courses for which FTE's are generated and a relationship exists between the College and the professional group.
2. Upon completion of the course or workshop, an HEC check request form will be generated by the Program Coordinator of the Council staff and signed by the appropriate HEC administrator. Form will include name of payee, address, social security number, course title, dates and amount.
3. Completed check request form will be forwarded to the Assistant in Continuing Education.
4. Upon receipt of HEC check request, the Assistant in Continuing Education will complete Essex check request and forward to Business Office with HEC form. The pink copy of this check request will be forwarded to the Secretary to the Director of Community Services. A xerox copy will be retained by the Assistant in Continuing Education. Check request must be signed by the Director of Community Services. The Community Services Clearing Account #7-40-80-0900-3518 will be used.
5. Business Office will return completed and signed check to the Assistant in Continuing Education who will forward the check and invoice for reimbursement to HEC. The check stub will be retained by

the Assistant in Continuing Education with payee and date received recorded on stub; also program.

6. HEC will send Essex check to payee and will generate an HEC check request form for reimbursing the College. Signed HEC check is to be submitted to the Assistant in Continuing Education, not the Business Office, with cover memo stating payee and program title. The Assistant in Continuing Education will deposit in Community Services Clearing Account and notify the Secretary to the Director of Community Services of same.
7. Essex Community College Community Services will maintain records of clearing account status. ECC checks will be maintained until HEC reimburses Essex. College will acknowledge HEC repayment via memo.
8. The Assistant in Continuing Education will maintain complete file of: HEC to ECC check request, ECC check request, ECC check stub with information re payee and date received, copy of ECC invoice (for reimbursement) to HEC, xerox of HEC check to ECC, copy of ECC acknowledgement of HEC repayment.

C. Special Programs

1. TRAVEL STUDIES

a. The "time-line" general procedure for Travel Studies courses is as follows:

1. The instructor informs the Office of Continuing Education of his desire to offer the course.
2. The Office of Continuing Education discusses process and procedure with the instructor.
3. The instructor proceeds:
   a. to discuss plans with Mr. Vernon Walton
   b. to get bids or estimates from travel agencies (or equivalent)
   c. to prepare an in-depth course outline, which includes travel and study plans, as well as travel costs
   d. to present five copies of the course outline to his/her Division Chairman for the beginning of the Mini Course Approval Process.
4. The Division Chairman, the Assistant in Continuing Education, the Associate Dean of Continuing Education, and the Dean of the College sign the Mini Course Approval Form.
5. The instructor prepares a letter of agreement to be signed by the Dean of the College and a representative of the approved travel agency.
6. The Office of Continuing Education prepares a billing form on a five copy NCR form.
7. The Office of Continuing Education discusses billing form with a representative of the Business Office.
8. The Business Office opens a clearing account for the travel study course.
9. The Office of Continuing Education initiates course with the Registrar.
10. The instructor prepares media release information to be processed through the Office of Continuing Education.

11. Student discusses course details with instructor, receiving registration and billing information.
12. Student and instructor both sign the billing form, a copy of which is given to the Registrar at the time of registration.
13. The student pays for the course at the Bursar's Office, paying regular tuition rates for the college credit, in addition to the travel costs specified on the billing form.
14. Business Office prepares a report of the course's financial status on an established date before the course is scheduled to begin.
15. A copy of the report of the business office is sent to the Office of Continuing Education and to the instructor.
16. Office of Continuing Education authorizes periodic payments to the travel agency as agreed upon in the letter of agreement.

b. All travel studies courses, including those which carry three credits, must be approved by the Office of Continuing Education as outlined above.

2. COLLEGE PROGRAM AT THE HOUSE OF CORRECTION

a. General

The Essex Community College program at the House of Correction was initiated in the Spring of 1975. Since that time, there have been two graduation ceremonies, at which thirty men have graduated. The College and the Division of Correction have agreed that the program will be a joint endeavor, with the staffs of both institutions cooperating to ensure that a program of high quality is presented. The College provides a "contract rate" of $16 per credit, plus $13 fee per student. (The rate is subject to change if College tuition rates are increased). The Division of Correction has agreed to provide staff help in locating possible outside sources of funding. The policies and procedures outlined here will remain in effect unless some external factor, such as the receipt of grant monies, makes it necessary to alter them.

b. Admission to the Program

Students will gain admission to the program if they are identified by the Director of the School at Jessup as being capable of college level work. The College, through the Associate Dean for Continuing Education, reserves the right to accept or reject those identified.

Factors to be considered in admission will include both College and Division of Correction requirements. The College will generally give preference to men who are high school graduates, who are willing to pay the cost of their own tuition, fees and books, and who demonstrate in entrance examination, if one is administered, that they have the aptitude for admission into the program. The Division of Correction will require that a prospective student have at least one semester of time to be served in the House of Correction. Each student will be required, therefore, to sign a contract stipulating that he will remain at the House of Correction until the completion of the semester in which he is enrolling. Each student admitted to the College program must first complete the College Prep class offered by the School.

c. Admission Fee

A one-time fee of $10 is charged upon first enrollment.

d. Books

Usually, seventy-five dollars of the total rate each student pays will be used for the purchase of books, which are ordered at the time of registration. Books will generally be delivered during the first week of classes. A student may wish to purchase used books from other students, in which case the $75 will not be charged to his bill. Generally the $75 is sufficient to cover supplies (pens, notebooks, etc.) as well as books. When $75 is not enough to cover supplies, the student must mail additional money to the College bookstore.

e. Calendar

The calendar for each semester will be drawn up during the preceding semester, and if possible will be available in the summer for both semesters of the coming year. The calendar will follow the regular college schedule as closely as possible, but will emphasize the special dates and deadlines of the program at Jessup.

f. Counselor

The College counselor assigned to the College Program, Mr. Richard Fiorentini, advises students on all academic matters. Students request appointments with the counselor through the College Coordinator,

who will call Mr. Fiorentini when there are several students who wish to see him.

g. Director

The overall Director of the College program will be the Associate Dean for Continuing Education at Essex Community College. The Student College Coordinator will be responsible for day to day affairs of the program and will be the liaison between students and the College staff.

h. Financial Aid

The Financial Aid Officer of the College will be available to visit the School to advise students on possible financial aid prior to the beginning of each semester, at which time he will assist them with any applications needed to be completed. He will also be available for visits during the semester if appointments are requested through Mr. Walker.

i. Financial Arrangements

Each student will be required to make arrangements to pay his own costs, including the submission of BEOG grant applications. All bills must be either paid in full or an approved arrangement submitted by the end of the fourth week.

j. Grades

Grades will be forwarded to a student within two weeks after the end of the semester if his bill is paid.

k. Instructors

Members of the full time faculty who are interested in teaching at Jessup should contact their division chairman. If sufficient funds are available, travel expense will be reimbursed. An informal orientation session is available for instructors who wish to have it.

l. Library

The Director of the Library will make arrangements for a staff person to give an orientation lecture each semester. In addition, she will arrange for regular deliveries of requested books to the prison. Students will consult the print-out of Essex books, turn a request slip over to the College Coordinator.

m. Summer

Generally, there will be no three credit courses offered during the summer.

n. Suspension

Students who fail to pay their bills will be suspended from the program until the amount due is submitted.

o. Student Activities

The College will provide lectures or films on subjects requested by the students if a time and place can be arranged. Please contact the College Coordinator.

p. Student Evaluation of Instructors

Instructors will be required to have the students fill out student evaluation forms during the seventh week of the semester. These evaluations will be considered by the College academic divisions.

q. Registration

Registration will be conducted by the Registrar's Office, which will provide the instructors with class lists after the third week of instruction.

r. Transcripts

Requests for transcripts should be made on the form provided in the School by the Director of Admissions and Records.

s. Veterans

Veteran's bills must be paid in full by the end of the fourth week of the semester.

t. Veterans' Representative

The College Veterans' representative will make at least two trips to the prison School each semester, with one of the visits coming at least three weeks in advance of the new semester. Immediately after registration, the Associate Dean will notify the representative of the names of all veterans enrolled. The representative will then make sure that only those enrolled are receiving benefits.

3. COURSES FOR BUSINESS

The Coordinator of business programs is the Assistant in Continuing Education, Non Credit. Both credit and non credit courses are offered on site for companies like Noxell, Koppers, Bendix, Blue Cross, Martin-Marietta, etc.

4. COURSES FOR CHURCHES

Courses for church school teachers are offered through the Assistant,

Credit Courses. The College will organize other credit and non-credit courses upon request.

5. COURSES FOR GOVERNMENTAL AGENCIES
The Office of Continuing Education offers credit and non credit courses for federal, state, and county agencies. Please contact the Associate Dean for further information.

D. Procedures for Hiring and Payment of Part Time Faculty

1. CREDIT INSTRUCTORS

a. Part Time

1. Files of Prospective Instructors
Each of the teaching divisions will keep its own files of prospective members of the part time faculty for the various disciplines. A current file of prospective instructors may also be kept in the Office of Continuing Education.

2. Application Form and Transcripts
Each prospective part time faculty member will be required to fill out a Faculty Application Form, request that letters of reference be sent, and provide transcripts of all work taken at colleges and universities. This information will be forwarded from the division to the Office of Continuing Education prior to the interview with the Associate Dean.

3. Interview
All candidates for part time teaching who have not taught at Essex Community College previously will be interviewed by the Associate Dean, Continuing Education, who will assign a rank and a rate of pay.

4. Agreement Form
Part time faculty member's agreement form will be signed by each candidate for a part time teaching position and placed on file before the first class period of teaching.

5. Assignment of Instructors

a. The Division Chairman sends the part Time Teaching Assignment Report to the Office of Continuing Education prior to the first day of class.

b. Each assignment will need the approval of the Associate Dean, Continuing Education. The Associate Dean completes the bottom portion of the Teaching Assignment Report, filling in the previously agreed upon faculty rank and salary.

c. The Office of Continuing Education sends a copy of the completed Teaching Assignment Report to the Payroll Office, which generally issues check to instructors in nine pay periods beginning the second month of the semester.

6. Orientation of Instructors

Generally new part time instructors meet with departments prior to the beginning of the semester. The Office of Continuing Education arranges a general part time faculty meeting for all instructors prior to, or early in the semester, at which time presentations are made by the Human Development, Library, and Instructional Technology Divisions.

7. Evaluation of Instructors

a. A uniform evaluation of Part time instructors by students will be conducted by the Office of Continuing Education each semester, usually in one of the weeks preceding final examinations.

b. Results of the evaluation will be tabulated by the Office of Continuing Education and the forms returned to divisional offices, where they will be available for instructors who wish to examine them.

c. Peer evaluations may be conducted by members of the full time faculty as designated by the Division Chairman. The Associate Dean, Continuing Education, or staff persons designated by him may also visit the classrooms of part time instructors.

b. Overload

1. Members of the full time faculty may teach no more than six credits per academic year of overload.

2. Overload assignments are reported by the Division to the Office of Continuing Education on Overload Teaching Assignment Forms.

3. Written verification of overload pay is sent by the Office of Continuing Education to each instructor.

c. Coaching

1. Coaches are paid at rates established by the Board of Trustees.

2. The Office of Continuing Education sends written verification of pay to each coach after classes begin.

d. Mini College

1. The Office of Continuing Education establishes a rate of pay for each instructor.
2. Mini College instructors are paid upon the completion of the course when all forms have been received by the Office.

e. Substitution

1. Substitutes for full time instructors are paid $10 per classroom hour.
2. There is no substitute pay for part time instructors.

2. NON CREDIT INSTRUCTORS

a. There are two guideline categories for payment of instructors of non credit courses:

1. "Laboratory" type courses. Generally, instructors begin employment at $10 per hour and after having taught two courses may be considered eligible for a pay increase to $12 per hour.
2. "Academic" non credit courses. Generally, salaries range from $16 to $20 per hour, depending upon the rank or rank equivalency of the instructor. If the instructor's assigned rank equivalency is lower than Assistant Professor, then the "Laboratory" guidelines may be utilized, as deemed appropriate by the Office of Continuing Education.
3. Normally, no faculty member will teach more than the equivalent of three credits overload per semester. This is in addition to the three credit overload policy for credit courses. The Associate Dean may make exception to this.

b. Non credit instructors will be paid upon completion of the courses which they are teaching.

E. Procedures for Other Administrative Responsibilities of the Office of Continuing Education

1. ADVERTISING AND PUBLICATIONS

a. Advertising

Generally, the Office of Continuing Education handles all publicity

for courses. The instructor should work through the Office of Continuing Education, and not go directly to the Public Relations Office. The office uses both paid advertising and news releases. News releases must be approved by the Associate Dean prior to submission to the Public Relations Office.

b. Publications

1. Brochures

The Office of Continuing Education publishes a general brochure to be mass mailed just prior to the beginning of each semester. This brochure contains all courses for the semester, and is edited by the Assistant in Continuing Education, Credit Programs.

2. Handbook for Part Time Faculty

The Handbook for Part Time Faculty is edited and published annually.

3. Continuing Education Unit Handbook
4. Guide to Neighborhood College Centers
5. Fliers for several specific centers, courses, or events are developed each year.

2. COMMENCEMENT CEREMONIES

The Office of Continuing Education arranges all aspects of both the June and August commencement ceremonies. Special ceremonies for the Jessup program are also arranged by the office. Cap and gown order forms are sent to faculty members in January for the June program.

3. HONORS DAY PROGRAM

Each May the Office, in conjunction with an Honors Committee comprised of a faculty member from each academic division, arranges an Honors Program for the outstanding students in each academic division.

4. SUMMER SCHOOL MINI AND NON CREDIT COURSES

The Office of Continuing Education assists the Director of the Summer School in preparing non credit and mini courses to be offered during the summer session.

5. OTHER DUTIES

Other duties are assigned the Associate Dean by the President and/or Dean of the College.

III. Appendix

A. Organization and Personnel

1. OFFICE OF CONTINUING EDUCATION

The office is responsible to the Dean of the College for administration of the Evening College, the Neighborhood College Centers, the Weekend College, the Mini College, and all non-credit courses, including both CEU's and informals. In addition, the office is responsible for a number of administrative tasks, including the commencement ceremonies and honors programs. A staff meeting is held each Monday afternoon.

2. PERSONNEL

a. Associate Dean, Continuing Education

The Associate Dean, Continuing Education, is appointed by the President and Board of Trustees on recommendation of the Dean of the College. The Associate Dean is responsible to the Dean of the College for fulfilling the College's objective of providing "Continuing Education opportunities for those students who wish to pursue their education part time, evening or day, on a degree, credit or audit basis."

b. Assistant in Continuing Education, Credit Programs

The Assistant for Credit Programs is responsible to the Associate Dean for the operation of the Mini College. In addition, he assists the Associate Dean with administration of the Neighborhood College Centers and the Weekend College.

c. Assistant in Continuing Education, Non Credit Programs

The Assistant for Non Credit Programs is responsible to the Associate Dean for the College's presentation of all non credit courses. These consist of formal CEU courses initiated by the College or by the Health and Education Council, as well as informal non credit courses.

d. Part Time Faculty

Members of the part time faculty are hired by the Associate Dean, Continuing Education, upon recommendation of the Division Chairmen. All new faculty members are interviewed by the Associate Dean before they are assigned to a class. At that time the Associate Dean assigns a salary based upon the instructor's qualifications.

e. Secretary to Associate Dean

The secretary assists the Associate Dean with the administration of the part time faculty payroll, administration of the Neighborhood College Centers and Weekend College, and other responsibilities of the office. In addition, the secretary serves as office manager, responsible for coordinating the work schedules of other classified employees and work study students.

f. Secretary, Credit Programs

Under the direction of the Assistant, the secretary fulfills all clerical functions associated with the Mini College and Neighborhood College Centers. She assists with other duties as requested.

g. Secretary, Non Credit Programs

Under the direction of the Assistant, the secretary fulfills all clerical functions associated with the non credit courses. She is in charge of the telephone call box and assists with other duties as requested.

h. Evening Faculty Secretary

The Evening Faculty Secretary provides clerical service for the part time evening faculty. In addition, she serves as general secretary in the office.

i. Neighborhood College Center Coordinators

A member of the Guidance faculty at each of the local high schools hosting Essex classes serves as coordinator for the Center. Coordinators receive remuneration based upon the number of evenings they must be present at the Centers.

j. Work Study Students

Work study students receive supervision from the secretary to whom they are assigned. The Secretary to the Associate Dean coordinates all assignments.

k. Other Clerical Positions

Other clerical positions in the office are under the supervision of the Secretary to the Associate Dean.

ESSEX COMMUNITY COLLEGE

OFFICE OF CONTINUING EDUCATION

HANDBOOK FOR PART-TIME PROFESSIONAL STAFF

EMERGENCY INFORMATION

Ambulance.....823-2020
Franklin Square.....391-3900
Fuller Medical Group (Ridge Rd.).....687-4400
Fire Department.....823-2020
Police (Emergency).....823-4040
College Security Office
(Normal Hours).....682-6000 ext. 200

Weekdays after 9:30 p.m. and
Weekends.....682-6007

First Aid Supplies

Administration Building - Rooms 304, 305, 306, 308B, 310A, 101

Humanities and Arts Building - Room 114

College Community Center - Director's Office

Physical Education Building - Equipment Room

Library - Room L103

Social Sciences/Human Development Building - First floor secretarial area, Second floor work room

Science/Allied Health Building - Rooms 1, 403, 503, 603, 613, 713, 703, 803, basement

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TELEPHONE NUMBERS OF ADMINISTRATIVE STAFF

	Home Telephone	College Extension
OFFICERS OF ADMINISTRATION		
Dr. Vernon Wanty, President	296-0268	222
Mr. Michael F. Meyer, Dean of the College	592-8168	288
Dr. Donald J. Slowinski, Dean of Students	825-5783	227
Mr. Charles I. Willey, Dean of Administrative Services	823-3698	255
Dr. Joseph M. Mego, Development Officer	838-8461	233
ACADEMIC ADMINISTRATION		
Mr. G. Norman Dreisch, Associate Dean of the College	877-7672	213
Dr. Rollin J. Watson, Associate Dean, Continuing Education	679-5686	534
Mr. Louis S. Albert, Assistant Dean of the College	655-5685	
Mr. Thomas J. Juliano, Director of Community Services	679-4241	533
Mr. James M. Virden, Director of Instructional Technology	377-2028	450
Ms. Mildred Fields, Director of Library	744-9032	320
Mr. William P. Ellis, Chairman, Division of Humanities and Arts	433-8889	410
Dr. Eugene Holmen, Chairman, Division of Business and Industrial Management	882-9256	338
Ms. Rhoda P. Levin, Chairman, Division of Allied Health	484-6914	
Dr. Andrew McDonald, Chairman, Division of Health, Physical Education & Recreation	879-7960	394
Dr. Gardner Pond, Chairman, Division of Social Sciences	462-1222	332
Mr. James Rojahn, Chairman, Division of Human Development	256-1494	355
Dr. Joseph Testa, Chairman, Division of Science and Math	679-5259	281
CONTINUING EDUCATION STAFF		
Dr. Kathryn Orso, Assistant in Continuing Education, Credit Programs	828-0853	496
Ms. Norma Long, Assistant in Continuing Education, Non Credit Programs	335-8138	487
Ms. Karen Hilliard, Secretary to Associate Dean		407
Ms. Sylvia White, Secretary to Assistant, Credit Programs		496
Ms. Helen Boothe, Evening Faculty Secretary		407
Ms. Rachel Schillfarth, Secretary to Assistant, Non Credit Programs		487
STUDENT PERSONNEL ADMINISTRATION		
Mr. Dennis E. Eckard, Director of Admissions & Records	256-6488	274
Mr. Barry Weinberg, Director of Financial Aids	661-4312	273
Ms. Dorothy Zellhofer, Registrar	686-3119	415
Mr. James E. Duffy, Director of College Community Center	269-0724	472

Introduction ...

Welcome to the teaching staff at Essex Community College. We hope that this Handbook will help you to become a part of what we think is a fine institution. As we have grown into a large college, we have tried to retain the sense of pride that Essex has always felt about its faculty, its programs, and its community.

The curriculum at Essex Community College includes a diverse program of courses aimed at serving the adult population of Eastern Baltimore County. Our success is based upon the teaching provided by instructors who believe in the mission of service by which the College is guided.

We are aware that, as a part time instructor, you may not have the opportunity to become fully involved in all of the activities of the College, but we hope that you will use the many resources of the College to enhance your teaching. Among the programs and services offered are those provided by the Library, the Human Development, and the Instructional Technology Divisions. Please make every effort to become aware of the services these areas afford so that you may best help your students.

The Office of Continuing Education, under the direction of the Associate Dean, Continuing Education, is responsible to the Dean of the College for all evening, off-campus, weekend, and non-credit courses. The Office is open from 8:30 a.m. to 9:30 p.m. Monday through Thursday, 8:30 a.m. until 7:00 p.m. Friday, and 8:30 a.m. until 1:00 p.m. on Saturday. Please stop by or call if we may be of service to you.

We hope that your work at Essex Community College will be a challenging and rewarding experience.

Sincerely,

Rollin J. Watson
Associate Dean

ABSENCE

Part-Time Faculty

A part-time faculty member should notify his Division Chairman as soon as possible before an absence. He should also call the Office of the Associate Dean or ask the division to relay the information so that the information will be available there.

The faculty member should suggest a qualified substitute to cover the class when possible. It is the responsibility of the faculty member to pay his own substitute an amount agreeable to both parties.

When a part-time faculty member is absent because of illness, an attempt is made to have his class meet with another member of the faculty. If the class does not meet and the time is not made up, the faculty member's salary will be reduced accordingly.

Student Absence

The College's policy on student absences as stated in the catalogue is as follows: "Each student is expected to attend class regularly and punctually in order to derive maximum benefit from instruction as well as to contribute to the general learning process in the classroom. Each instructor sets his own standards; however, except in cases of emergency, the number of absences should not normally exceed one for each semester hour of credit in a course."

At the request of a faculty member, the Office of Admissions and Records will notify students when they have missed several class meetings, reminding them to contact their instructor. The Human Development staff will also contact any student referred by the faculty.

Student Absence for Participation in Intercollegiate Athletics

The Academic Council has recommended that "class absences be allowed for games when necessary, provided the student does not have any unexcused class absences." They further recommend that "in cases of a student asking to be excused for two consecutive games, he be excused, if he has not already exceeded his quota of class absences." It is to be understood that a student must submit all required materials in the above instance of absence and is responsible for any work m[illegible].

Student Absence from Examinations

Any student who is absent from a final examination shall normally be required to take a special examination within a specified period of time. Permission to take this examination and the time period provided will be at the discretion of the instructor.

ACADEMIC FREEDOM

The Board of Trustees endorses the following portion of the "Statement of Principles on Academic Freedom and Tenure" as published by the American Association of University Professors in 1940:

> The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
>
> The teacher is entitled to freedom to discuss his subject in the classroom, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
>
> The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

ACCIDENTS

See emergency numbers on the title page of this handbook.

Accident Compensation

Any accident to an employee of the College while he is at work must be reported immediately to the Office of Personnel Services through the employee's supervisor.

The employee may seek medical treatment from a private doctor or a hospital of his choice.

Accident Reporting

1. Student - If an accident occurs, the Office of Student Personnel must be notified immediately and appropriate student accident form submitted.

2. Employee - All employees are covered under the Workmen's Compensation Act. If an employee is injured while on the job, immediately report the injury by telephone and request the appropriate report forms from the Office of Personnel Services.

The Doctor's Report will be given to the employee who shall be responsible for having it filled out by his doctor.

The First Report of Injury must be forwarded immediately through the immediate supervisor to the Office of Personnel Services for processing.

Checks for reimbursement will be forwarded from the central office upon receipt...Any check received in error directly from the Insurance Company should be reported to the Office of Personnel Services.

BLUEBOOKS

Faculty members may obtain bluebooks for their final examinations through their Divisional secretary. Those persons teaching part-time in the evening can also obtain bluebooks from the Evening Faculty Secretary in the Office of Continuing Education, Instruction and Administration Building, room 215.

BOOK ORDER FORMS

Book order forms are available from the Division secretaries or from the Bookstore. When filling in the form, please be sure to give complete bibliographical and other information as requested. Forms should be forwarded to the Division Chairman for approval.

Desk copies of textbooks are not available through the Bookstore. Instructors should obtain their personal desk copies as per divisional procedure. Request forms are available from the Division secretaries.

Bookstore

The Bookstore is open at the following times:

Monday through Thursday, 9:15 a.m. to 8:45 p.m.
Friday, 9:15 a.m. to 3:45 p.m.

Special Hours - first two weeks of semester only:

Friday, 9:15 a.m. to 8:00 p.m.
Saturday, 10:00 a.m. to 2:00 p.m.

Bookmobile

The Bookmobile visits each Neighborhood College Center at the various high schools at the beginning of the semester. Please encourage students to buy books at the times designated in the semester brochures.

BUILDING HOURS

(may change)

The Main Administration-Instructional Building of the College will be open from 7:00 a.m. to 11:00 p.m. Monday through Friday and from 8:30 to 3:00 p.m. on Saturday.

The Business Office and most other Administrative offices adhere to the following schedule:

(September - May)	8:45 a.m. - 5:00 p.m. Monday - Thursday and 8:45 a.m. - 4:00 p.m. Friday
(June - August)	8:30 a.m. - 4:15 p.m. Monday - Thursday and 8:30 a.m. - 4:00 p.m. Friday

In addition, the Office of Admissions and Records will remain open until 10:00 p.m. Monday through Thursday.

Counseling services in the Human Development and Counseling Center will be available until 10:00 p.m. Monday through Thursday during Winter hours and until 9:00 p.m. Monday through Thursday during Summer operating hours.

Part-time faculty members needing access to buildings during non-operating hours must secure permission, in advance, from the Associate Dean, Continuing Education.

Student groups and individual students may secure permission in advance from the Dean of Students.

The Knight Spot snack bar is open each evening until 10:00 p.m. and until 12:15 p.m. on Saturday.

CALENDAR OF ACTIVITIES

A calendar of College, faculty, professional, cultural, athletic, and social activities is prepared regularly and posted on various campus bulletin boards.

Faculty and students are urged to report activities or events to the Director of Student Activities and the Coordinator of Community Relations in order that the calendar may be as complete and useful as possible.

The purpose of the calendar is:

1. To provide a current College calendar of maximum information value.

2. To eliminate conflicts in scheduling events and activities.

CATALOGUE

The catalogue for the academic year is published annually. Familiarity with the entire publication is a necessity in order to function as an instructor and a counselor as well as a competent evaluator of the work done by students. Faculty members should be well acquainted with their respective courses as well as those of the other members of the division and college so that helpful suggestions may be made in the interest of improvement.

Changes, additions and deletions to be made in the catalogue for the following academic year should be submitted to the appropriate Division Chairman. The Division Chairman will forward changes to the Associate Dean of the College no later than January preceding publication.

C.E.U. COURSES

"Continuing Education Units," or C.E.U.'s provide a uniform measure for participation in formal non-credit courses. The Office of Continuing Education offers C.E.U. courses in fields such as nursing, medical technology and other Allied Health professions and business and science.

GUIDELINES FOR INSTANCES OF CHEATING

The purpose of these guidelines is to create a reasonable degree of uniformity of action in cheating cases.

The instructor makes the initial determination as to what penalty should be imposed based on all the circumstances of a particular case. The penalty can range from failure of a paper or test to suspension or dismissal from the College.

The procedures followed are based on the severity of the penalty:

1. Failure of a specific test or paper - This decision is solely that of the instructor who submits a report to the Division Chairman. The student may appeal the decision in writing to the Division Chairman.

2. Failure of the entire course - This is the responsibility of the instructor in consultation with the Division Chairman. The Dean of the College must be notified in writing by the instructor and the student may appeal the decision in writing to the Dean.

3. Suspension or dismissal from the College - This decision can only be made by the Dean of the College after reviewing the report of the instructor and Division Chairman. The student may appeal to the Dean of the College in writing.

Students should always be notified of any disciplinary action taken. When the penalty imposed is failure of a specific examination or paper, notification may be given orally by the instructor. In all other cases, notification should be given in writing.

CLASS PERIODS - CREDIT HOURS

For each semester credit assigned to a course, there shall be the equivalent of fifteen 50 minute lecture periods.

Two or three fifty minute periods of laboratory or field work are equivalent to one lecture or recitation period. The class schedule is as follows:

Day	M - W - F
Period 1	8:00 - 8:55
2	9:05 - 10:00
3	10:10 - 11:05
4	11:15 - 12:10
5	12:20 - 1:15
6	1:25 - 2:20
7	2:30 - 3:25
8	3:35 - 4:30
9	4:40 - 5:35

Day	T - Th
Period 1	8:00 - 9:20
2	9:30 - 10:50
3	11:00 - 12:20
4	12:30 - 1:50
5	3:00 - 4:20
6	4:30 - 5:50

Evening M - W; T - Th

Period 1	6:30 - 7:50
2	8:00 - 9:20
3	9:30 - 10:50

Weekend College

Friday	6:00 - 8:40
Saturday	9:00 - 11:40
	12:00 - 2:40

Off-Campus (high schools)

7:00 - 9:45

CLASS RECORD BOOKS

Class record books should be procured in advance of the beginning of any semester from the faculty secretaries. Roll books should not normally be completed until after the third week of classes.

CLASSROOM VISITS

One of the responsibilities of the Dean, Associate Dean, Division Chairmen, or members of the faculty designated by the Division Chairman, is to visit an instructor's classroom to observe the learning situation first hand and, where possible, to make constructive evaluations toward facilitating the learning process.

CONTRACT AGREEMENT

Each part time instructor must sign a contract agreement form before beginning a teaching assignment.

COURSE OUTLINES AND SYLLABI

Brief outlines of each course are filed with the Division Chairman and the Dean of the College.

More detailed syllabi are available for each course and are filed with the Division Chairman.

EVENING FACULTY SECRETARY

The evening faculty secretary is on duty Monday through Thursday in the Office of Continuing Education from 4:30 p.m. through 9:30 p.m. Evening faculty members are requested to turn materials in at least three days before they are needed.

EXAMINATIONS

Periodic examinations or other evaluative means throughout the semester are encouraged in all courses in order to develop and maintain an appropriate evaluation of student performance and provide necessary guidance.

Final examinations are normally required for each course, unless determined otherwise following consultation with the Division Chairman. Any change in the final examination schedule must be cleared through the Division Chairman in consultation with the Registrar. All final examinations should be given in keeping with the announced schedule. Any deviation from the schedule must be arranged for through the Division Chairman. The giving of a final examination in advance of Finals Week is frowned upon because it takes unfair advantage of both colleagues and the students and the practice is discouraged. If an instructor does not give a final exam, he should meet his class during the time block designated for the exam.

A copy of each final examination is to be filed with the Division Chairman. Instructors are urged to retain final examinations for at least one year for reference in the event of student questions.

EVALUATION OF PART TIME INSTRUCTORS

Toward the end of each semester, a college-wide evaluation of part time instructors by students is conducted by the Office of Continuing Education. The scores are computerized and all questionaires are forwarded to the office of the division chairmen, where instructors may review their evaluations.

USE OF FACILITIES

The assignment of College facilities is the shared responsibility of the following College officials:

Center for Community Services - The scheduling of College facilities by groups from outside the College is coordinated by this office.

Registrar - The assignment of all classroom space during academic sessions. Any request for alterations in room locations must be directed to the Registrar through the appropriate supervisor. If you desire a room change in the evening, please contact the Office of Continuing Education.

Athletic Director - The scheduling of all athletic facilities, excepting those used for academic instruction.

Director of College Community Center - The scheduling of College facilities by groups from within the College. Room assignments will only be made after the appropriate forms have been filed. Classroom assignment for non-class hours will also be handled by this office in cooperation with the Registrar.

FACULTY MEETINGS

Part-time faculty members may be asked to attend certain full-time

faculty meetings. They will be obligated to attend all meetings of the part-time faculty.

FIELD TRIPS

Generally the practice of field trips is encouraged. Care must be exercised, however, to guard against students missing too much time from other classes. All field trips must be cleared well in advance with the Associate Dean of the College. Since these trips are not budgeted, the individual instructor must collect the necessary funds from the participating students. All monies should be collected in advance of any contractual arrangements for transportation, etc. The Business Office will arrange transportation.

Students interested in participating in the trip will have to consult with all instructors involved to make up any classroom work missed. Any instructor has the right to refuse a student the opportunity to make up the work missed. The final decision of whether or not to attend any field trip or other out-of-college activity rest with the individual student whose duty it is to notify the instructor planning the activity.

GRADING POLICY

The scale of grades for the official record is as follows:

Grade	Quality Points	Description
A	4	Excellent work
B	3	Good work
C	2	Satisfactory work
D	1	Poor work, but passing
F	0	Non-completion of course requirements
W	0	Voluntary withdrawal
M	0	Involuntary withdrawal
AUD	0	Audit
S	0	Satisfactory (Non-credit course)
U	0	Unsatisfactory (Non-credit course)

Change of Grade Procedure

(For the purpose of this procedure the Fall, Spring, and the combined Summer Sessions are designated as the Fall, Spring, and Summer Semesters.)

If a student, with the prior approval of the faculty member, successfully completes or more adequately completes course requirements after the semester grades have been officially reported, then:

1. The faculty member may submit the appropriate change of grade form

directly to the Records Office within the first thirty (30) days of the next semester. The Division Chairman's signature is required.

2. After thirty (30) days have elapsed in the next semester, any change of grade must be submitted to the Division Chairman with appropriate justification. If the Division Chairman concurs, the change of grade request with the justification will be forwarded to the Dean of the College for final approval.

Repeated Courses

Students who earn a grade of D or F in a course will be allowed to repeat that course and the later grade received will be computed in the quality point average. (The former grade will remain on the transcript but will not count in the quality point average.) In addition, no student may repeat a course for the above reason after attaining a grade of C or higher and in no case may a student repeat a course more than twice after receiving a grade of D or F.

Final Grades

Final grades in each subject must be in the Office of Admissions and Records no later than 48 hours following the final day of examinations unless another date is officially specified. It is important that grades for sophomore students who plan to graduate be submitted as early as possible in order to determine their eligibility for graduation.

HIRING

Application for part-time teaching is made to the appropriate Division Chairman, who makes decisions on hiring with the concurrence of the Associate Dean. All new candidates will be interviewed by the Division Chairman and the Associate Dean, Continuing Education.

HUMAN DEVELOPMENT DIVISION

The Human Development Division is an academic unit offering a full range of counseling and remedial services. Instructors are urged to become familiar with the services this division may provide. Call the Division Chairman, at extension 355 for further information.

IDENTIFICATION SYSTEM

The College requires two (2) identification cards. One is issued through the Library and the other, the photo identification card, is issued by the Activities Office. These identification cards are issued without cost to students, faculty and staff. The Library card includes the person's name, address, social security number, and signature and

may be requested from the Library in person, by telephone or by memo. At the time of issuance, a personal signature is required; therefore, cards must be claimed in person. The semi-automatic Library circular system requires the use of this identification card for each transaction.

The photo identification system administered through the Activities Office takes photographs of students, faculty, and staff during each registration period as well as selected times early in each semester. If an individual has a photo identification card from the College, it is not necessary to secure another one. It is expected that all full-time and part-time students as well as College faculty, administrators and staff have such a card. Admission to campus events and the securing of athletic equipment are two present uses of this card.

INCLEMENT WEATHER

On days when inclement weather indicates a possibility of classes being cancelled, please remember that the closing of the Baltimore County elementary and secondary schools does not necessarily mean that the College will be closed.

1. Announcements will be made over the major stations in Baltimore.

2. Announcements that the College will be closed will begin at approximately 6:30 a.m. Announcements for closing of evening classes will be made beginning at 5:20 or earlier. If no announcement is made, it should be assumed that classes will be held as usual.

3. School names will be listed and announced in alphabetical order.

4. Faculty are requested to refrain from calling the radio stations or the College office, since, if there is an announcement to be made, it may be heard on the radio. A large number of phone calls can be an unnecessary burden on the personnel of these offices.

5. It is hoped that careful attention to time and details will enable faculty to be informed of "snow decisions" with as little difficulty or anxiety as possible.

INSTRUCTIONAL TECHNOLOGY - AUDIO VISUAL

Arrangements for obtaining all audio-visual equipment and materials are made through the office of the Booking Clerk, extension 454. A film catalogue is available in the offices of the division chairmen and the Associate Dean. Film projectors, overhead projectors, opaque projectors, tape recorders, and various other kinds of audio-visual teaching aids are available to members of the faculty. The Center is also equipped to offer audio-active dial access. Staff members of the Center will be willing to offer suggestions and answer questions for any member of the faculty.

Please fill out and submit an "ITC Booking Request Form" at least 24 hours in advance of the time you wish to use films or equipment. These forms are available in the Office of Continuing Education or the Division Offices. Delivery to off campus centers is available.

LIBRARY

The James A. Newpher Library is open Monday through Thursday from 8:00 a.m. to 10:00 p.m.; from 8:00 a.m. to 4:00 p.m. on Friday; 9:30 a.m. to 3:00 p.m. on Saturday.

The faculty is asked to cooperate with the Librarian in building the Library collection. A form may be obtained from the Librarian on which to recommend new titles.

The Library will provide each faculty member a copy of the Library Handbook: Faculty Supplement.

In order that the system of handling reserves may function smoothly and serve the needs of students and faculty, each member of the faculty is encouraged to give careful attention and full cooperation to the following:

1. Use the Reserve Book Notice form to list readings for individual courses by class and section.

2. Send in your list in ample time for the Librarian to assemble and prepare the books for reserve before assignment is made. This would allow: (a) time to order books that are not in the collection, and (b) time to recall books in circulation.

3. Give complete information requested at the beginning of each reserve list.

4. Help keep the reserve shelves free of inactive reading material. The Librarian will help each instructor by informing him of use that is being made of materials reserved.

5. Each instructor is encouraged to make periodic reviews of student use of materials reserved for his class.

LIGHTS IN CLASSROOMS

In the interest of conserving energy, instructors are asked to turn out lights and close doors when finishing a class, especially late in the evening.

MAIL SERVICE

Mailboxes for part-time faculty of the Business & Industrial Management

Division are located in the Office of the Associate Dean, room 215 of the Administration Building. Instructors in the divisions of Humanities and Arts, Health, Physical Education and Recreation, Social Sciences, Allied Health, Science and Math, and Human Development have mailboxes in those locations.

MEANDERING MINI COLLEGE

Part-time faculty members who may be interested in teaching in the Meandering Mini College should contact the Assistant in Continuing Education for Credit Courses, extension 496. Mini Courses carry one college credit, and involve fifteen hours of classroom instruction.

NEIGHBORHOOD COLLEGE CENTERS

The College offers evening courses at eight area high schools, at area businesses, prisons, hospitals, Police Headquarters in Towson, as well as at several area churches. Instructors who teach at these centers observe the same deadlines and procedures as all other instructors.

NON CREDIT INFORMAL COURSES

The College offers a series of non credit "Informal" courses each semester. For further information, contact the Assistant in Continuing Education for Non Credit Programs, room IA 215, extension 487.

OFFICE SPACE

Each division handles office space for part-time faculty in a different manner. The Office of the Associate Dean, Continuing Education will attempt to locate office space for you if such space is needed to counsel with students in the evening. Instructors are asked first to check with Division Chairmen if space is needed during day time hours.

PAY

Part-time instructors must fill out income tax and other information before they receive pay checks each semester. If a pay check is not received, an instructor should check first with the Office of the Associate Dean, Continuing Education before calling the Payroll Office. Ordinarily there are only nine pay periods during the course of the semester.

PARKING REGULATIONS

All automobiles, motorcycles, or other vehicles driven on the campus by students or staff must be registered with the Security Office and a parking permit must be clearly displayed on the vehicle.

Parking areas in the lot behind the Administration-Instructional Building and the designated areas surrounding the Physical Education Building are reserved for staff members of the College.

Parking areas on the lower lot are reserved for students. Visitors may park in the designated visitors area of the lower lot.

Specific parking regulations may be secured from the Security Office.

PERSONNEL RECORDS

General

When a request is received for information contained in an employee's personnel record, it shall be verified only that the individual concerned is employed by the Board and shall further reveal in what capacity the individual serves, for example: instructor, custodian, etc.

No further information concerning the individual involved shall be divulged unless written authorization from the employee concerned is received.

Personal File Usage

1. The Associate Dean, Continuing Education, shall have custody and control of the official file and may grant access to persons who, in his judgment, have a valid interest in specific information in the file.

2. A faculty member may, upon request to the Associate Dean examine his personal file, except for references, which will be removed before the folder is inspected by the faculty member.

3. The official files shall include no unsigned materials.

4. Any evaluation of a person's mental or emotional stability should be excluded from the file unless it is verified by a professional person competent to judge.

5. No material derogatory to a faculty member's conduct, service, character, or personality shall be placed in the file unless the faculty member has had an opportunity to read the material. The faculty member shall acknowledge that he has read such material by affixing his signature on the actual copy to be filed, with the understanding that such signature merely signifies that he read the material to be filed and does not necessarily indicate agreement with its content.

6. The faculty member shall have the right to answer any material filed and his answer shall be attached to the file copy.

7. Unofficial files in Divisional and Departmental Offices can be examined if request is made to the Division Chairman.

POLITICAL ACTIVITY

The Board recognizes that all faculty and staff members have certain civic responsibilities and/or rights. They have the right to vote; to campaign for or against political issues; to serve the political party of their choice in capacities such as party worker, delegate or official; to campaign for and hold public office; and to act as an election judge.

No faculty or staff member shall exploit students in the writing, addressing or distributing of political materials, nor shall he/she use the classroom as a political forum to impose his/her personal political views.

RANK AND SALARY

Part-time (less than 12 credit hours per semester) instructors will carry the official status of Lecturer. Remuneration will be based upon experience and qualifications as determined by the Dean of the College or his designated representative.

SMOKING REGULATIONS

The College Community Council has recommended and the President has approved the following smoking policy: "Smoking will be permitted in the classroom only after unanimous secret ballot vote by the students and the instructor to allow smoking in that class. Smoking will also be allowed in hallways, lounges, offices, and seminar rooms if ashtrays are available. Smoking will not be permitted in the library, laboratories, lecture hall, fieldhouse, recital hall, and the college center theatre."

STUDENT ACTIVITIES

The College offers a well-rounded student activities program which includes newspaper, yearbook, intramurals, intercollegiate athletics, Women's Athletic Association, film club, drama guild, chorus, literary magazine, dances, picnics, etc. Faculty members are asked to serve as advisers to these activities.

STUDENT DIRECTORY

A directory containing the name, address and telephone number of every student is prepared each semester by the Office of Admissions and Records.

This directory is available in the division offices, Office of Admissions and Records, and Human Development Center.

Maximum care should be exercised in the use of this directory, since such information is compiled for official college use only.

STUDENT ORIENTATION

At the beginning of each school year a two-day orientation program is held for all new full-time students. An attempt is made to introduce the educational opportunities of the College and the values to be derived from these opportunities. Social functions are also held during this period. All faculty members are invited to participate.

STUDENT RECORDS

Instructors are welcome to review a student's cumulative record in the Office of Admissions and Records when necessary. These records consist of a folder and a cumulative record card. A review of these records may be of special assistance in facilitating academic decisions. Office personnel will remove and return material to the files. Under no circumstances can a student's record be removed from the Records Office.

TEACHING LOAD

Termination of Contract

If it is deemed in the best interest of the College by the Division Chairman and Associate Dean, a part time instructor may be relieved of his teaching duties at any time in the semester. Normally, in such a case the instructor will be provided with advance notice although in cases where it is deemed necessary, instructors may be terminated without advance warning.

The normal teaching load for a part-time instructor is up to six hours per semester. No lecturer may teach more than nine credits per semester. Special cases will be referred to the Dean of the College through the Associate Dean, Continuing Education for approval.

TELEPHONES

The College telephones are intended to be used for College purposes, not personal business, except in an emergency. In any case, personal long-distance calls must be charged to the caller.

Student telephone numbers will be found in the Student Directory.

TEXTBOOKS

Textbooks are ordered through the appropriate Division Chairman. Please see section entitled "Book Order Forms."

UNIVERSITY OF CALIF.
LOS ANGELES

JAN 27 1978

CLEARINGHOUSE FOR
JUNIOR COLLEGES